

Classroom Coordinator

(2) Part-time, hourly positions (20 to 30 hours per week)

Application Deadline: July 8, 2016



Momentum is a community-based employment readiness and life skills development program that connects unemployed and underemployed individuals with employment opportunities through classroom training, life-coaching and networking with local agencies and business partners. Momentum is specifically designed to assist marginalized people with significant barriers to success in overcoming these barriers to gain self-sufficiency.

Our Momentum team is looking for a resourceful, driven and competent self-starter who is willing to embrace difficult people, engage with their issues and empower them to succeed. As a Classroom Coordinator, you will be responsible to set the atmosphere for the Momentum Classroom by utilizing your people, communication and classroom facilitation skills to foster a supportive environment that encourages positive growth.

Responsibilities:

- Oversee the Momentum Classroom; handling opening and closing of each class.
- Facilitate employment readiness and life skills classes
- Act as a case manager for program participants; maintaining personnel files and case notes.
- Operate as an advocate and referral source to meet participant's needs.
- Operate as a volunteer coordinator organizing classroom activities and volunteer projects.
- Oversee the disbursement of supportive service.
- Oversee and manage the Momentum Computer Room; ensuring that all computer are operational and updated.
- Facilitate the Weekly Job Club for Momentum Graduates until they are placed.

What we are looking for:

- A belief that everyone want to succeed and that everyone deserves another chance to do so.
- A belief that people can change and that true relationship is the basis for empowering that change in others.
- A compassion and positivity that is energized by helping others transform their lives.
- An unwavering commitment to excellence and a drive and initiative to get things done.
- A belief in the value of diversity and equity in all systemic levels of our world.
- A broad and diverse knowledge of generational poverty and its effects upon a person.
- A willingness to have the difficult conversations.

Qualifications:

- Excellent interpersonal, organizational, time management, leadership and development skills
- Strong communication skills; both written and verbal utilizing proper English and grammar.
- Must possess a strong drive and initiative and thrive in a fast-paced, open and collaborative environment
- Ability to work effectively one-on-one, as well as facilitate group presentations and discussions
- Ability to control a room and deescalate explosive situations
- Proficient in MS Office including Word and Excel and Google products.
- Bachelor's degree or equivalent work experience in social work , human resources, or related field preferred.
- Experience in Employment Readiness including resume writing, interviewing and image development.

To apply, please submit resume and cover letter attention to: The Director of Momentum at info@uainc.org